



**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

**Application for a Licence to keep a Boarding Establishment for Animals**

**PART ONE - APPLICANT(S) DETAILS**

Title: Mr  Mrs  Miss  Ms  Dr  Other *(please specify)*

Surname:

Other name(s):

Home Address:

Postcode:

Telephone:

Daytime:

Mobile:

Evening:

Email Address:

*[please give as many contact details as possible in case we need to contact you]*

**Joint Applicant (if applicable)**

Title: Mr  Mrs  Miss  Ms  Dr  Other *(please specify)*

Surname:

Other name(s):

Home Address:

Postcode:

Telephone:

Daytime:

Mobile:

Evening:

Email Address



2.8 Strays – are stray or homeless animals held on site. Yes / No if yes, where are these housed
2.9 Pest Control arrangements
2.10 Drainage & Waste Disposal arrangements
3.1 Food & Drink provision for animals
3.2 Food Preparation & Storage Facilities
4.1 Exercise Facilities and arrangements
4.2 Supervision arrangements – inc out of hours
4.3 Staffing levels –  Full time Part time
5.1 Registration with a Veterinary Surgeon – name and address of Vet
5.2 Disease Control & Vaccinations - arrangements for checking vaccinations
5.3 Isolation Facilities and arrangements
5.4 Arrangements for dealing with lost pets
5.5 Arrangements for transport of pets (where provided)

5.6 Arrangements for protection from Fire
5.7 Arrangements for Safety of Electrical Equipment checks
6.1 Arrangements for keeping a Register
6.2 & 7.4 Arrangements for identification of Kennels and dogs
7.1 Arrangements for Routine Medication and for dealing with unwell animals
7.2 Arrangements for socialisation and enrichment of environment
7.3 Visual/Audio Stimulation arrangements (if provided)

**\*For non applicable sections, please write N/A**

**Other comments**.....  
 .....  
 .....

**PART 5 – SIGNATURE(S)**

Is any person named on this form disqualified from:

- a) the keeping of a dog under the provisions of the Protection of Animals (Cruelty to Dogs) Act 1933; **Yes/No**
- b) the keeping of a dog under the provisions of the Protection of Animals (Cruelty to Dogs) (Scotland) Act 1934; **Yes/No**
- c) the keeping of a pet shop under the provisions of the Pet Animals Act 1951; **Yes/No**
- d) the custody of animals under the provisions of the Protection of Animals (Amendment) Act 1954; **Yes/No**
- e) the keeping of an animal boarding establishment under the provisions of the Animal Boarding Establishments Act 1963; **Yes/No**
- f) the keeping of a dog breeding establishment for animals under the provisions of the Breeding of Dogs Act 1973; **Yes/No**

Has any person named on this form been found guilty of any offence under Section 34(2), (3) or (4) of the Animal Welfare Act 2006 or found guilty of any other offence relating to the health, safety or welfare of any animal. **Yes/No**

If yes to any of the above, please provide details

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**I/WE DO CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, THE ABOVE PARTICULARS ARE TRUE.**

**Applicant 1**

**SIGNED .....** **DATE .....**

**Name in CAPS..... .Position.....**

**Applicant 2**

**SIGNED .....** **DATE .....**

**Name in CAPS..... Position.....**

If the applicant signs on behalf of a Company or partnership, the capacity of the Applicant should be stated.

**THIS APPLICATION MUST BE ACCOMPANIED BY THE CORRECT FEE, SHOWN ON THE ATTACHED LIST.** I enclose the appropriate fee (cheques should be made payable to Torfaen County Borough Council)

**The personal information contained in this application form including the name and address of the applicant may be disclosed to third parties if requested and other statutory bodies as appropriate.**

### **Hysbysiad Preifatrwydd / Privacy Notice**

**Bydd y Cyngor yn prosesu eich data personol yn unol â Deddfwriaeth Diogelu Data. Am fwy o wybodaeth a mynediad at hysbysiadau preifatrwydd yn amlinellu sut mae'r Cyngor yn trin eich data personol, ewch i adran Diogelu Data gwefan y Cyngor <http://www.torfaen.gov.uk>**

**The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website <http://www.torfaen.gov.uk>**

Torfaen County Borough Council (The Council) is under a duty to protect the public funds which it administers and, to this end, may use the information you have provided on your application within Torfaen County Borough Council for the prevention and detection of fraud. The Council may also share this information with other bodies administering or in receipt of public funds solely for these purposes

### **Notes for applicants**

The licence application will be considered on the basis of the Torfaen County Borough Council model licensing conditions, and you must therefore refer to these when making your application.

Once we receive your application, we will arrange to inspect your premises with a vet, and will look at both the model licensing conditions and the welfare of animals at your establishment.

Your license will specify the number and type of animals that you are permitted to board, and any other licensing conditions required to ensure the welfare of animals kept at your boarding premises.

Should you not comply with the model licensing conditions, you could be refused a license, offered a provisional license whilst works are carried out or have any works required specified as part of your licence conditions.

Interim inspections may be carried out. Should you not comply with the model licensing conditions or the conditions of your licence, your licence could be revoked.

We have a legal obligation under the Data Protection Act 1998 to ensure that all information held and processed about you complies with the principals of the Act. You are advised that the information provided as part of this application may be shared with other departments of the authority and with other statutory organisations carrying out their statutory duties. You should also be aware that non-personal information provided as part of this application may be released as part of any Freedom of Information request.

**Your address details and other licence information may be entered on a public register and/or made available to the public via our web-site. If you do not wish your licence details to be made public in this way, please tick here**

**Return completed your application form and fee to:**

**[licensing@torfaen.gov.uk](mailto:licensing@torfaen.gov.uk) or by post to:**

**LICENSING TEAM  
PLANNING & PUBLIC PROTECTION  
TY BLAEN  
PANTEG WAY  
NEW INN  
PONTYPOOL  
TORFAEN NP4 0LS**